



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1700.7  
Effective Date: March 8, 2001  
Expiration Date: March 8, 2006**

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**Responsible Office: Security Office, Office of Security and Environmental Management**

**Subject: Traffic Management**

**1. PURPOSE**

To establish traffic regulations and methods of disposition of traffic offenses to achieve maximum traffic safety for all motor vehicle operators, bicyclists, and pedestrians on the Langley Research Center (LaRC).

**2. SCOPE**

This directive is applicable to motor vehicle operators, bicyclists, and pedestrians employed by, working on, or visiting LaRC.

**3. POLICY**

Compliance with this directive is a condition for permission to operate a motor vehicle or bicycle on the Center.

**4. AUTHORITY**

- a. LAPD 1600.3, LaRC Security Policy.

**5. RESPONSIBILITY**

- a. The Security Office (SO) will:
  - (1) Enforce LaRC traffic regulations.
  - (2) Investigate traffic violations and accidents occurring on LaRC property.
  - (3) Remove unattended vehicles which constitute a safety hazard when the owner/driver cannot be located or refuses to move the vehicle. An owner/driver who refuses to move a vehicle may be charged with the removal cost.
  - (4) Enforce parking regulations.
  - (5) Maintain records of traffic violations.

6) Assess points for violations according to the LaRC Traffic Violation Point Assessment Table (Attachment). All assessment notices will include the total number of points accumulated within the reckoning period.

(7) Initiate action to suspend driving privileges of drivers who have been assessed 15 traffic points in a 12-month reckoning period.

b. Drivers will:

(1) Obey LaRC traffic regulations.

(2) Park only in authorized parking spaces. Observe all parking restrictions in areas where official signs, other markings, or operations prohibit or restrict parking.

(3) Pull to the right hand curb and stop, clear of any intersection and remain in such position until an emergency vehicle has passed, except when otherwise directed.

(4) In the event of a traffic accident:

(a) Summon a Security Officer.

(b) Give name, badge number, organization, and, upon request, show driver's license to the officer.

(c) Remain at the scene of the accident unless it is absolutely necessary to leave for the purpose of summoning aid.

## **6. VEHICLE INSPECTIONS**

Pursuant to 14 CFR Section 1204.1001, NASA reserves the right to conduct an inspection of persons and vehicles as a condition of admission or continued presence on the Center.

## **7. LICENSING AND REGISTRATION**

A current valid state or international driver's license and registration are required to operate a motor vehicle on LaRC. LaRC Security Officers may require motor vehicle operators to show a driver's license and vehicle registration. Access to the Center may be denied to any motor vehicle operator who does not have a license in his possession. Commercial vehicle drivers must be properly licensed for the class and type of vehicle they are operating.

## **8. LARC VEHICLE REGISTRATION**

LaRC permanent employees must register their privately owned vehicles with the Badge and Pass Office. The decal is used to identify authorized vehicles at the Center. It is an effective and efficient means by which to locate the owner/driver in the event of a traffic accident, parking violation, or safety hazard requiring the vehicle to be moved. The decal expedites entry to the Center and assists Security Officers in identifying the owner/operator of the vehicle. The LaRC decal must be removed if the employee terminates employment, sells or transfers the vehicle, or loses LaRC driving privileges.

## **9. ABANDONED AND IMPROPERLY PARKED VEHICLES**

Abandonment of a vehicle on the Center is prohibited. A vehicle is considered abandoned if left unattended for longer than 72 hours, or parked without license plates. A vehicle is improperly parked if it is in an area or location that presents an immediate threat to safety or the orderly flow of traffic. Individuals employed at LaRC should notify the Emergency Dispatch Office if they need to leave their vehicle unattended for more than 48 hours. A reasonable attempt will be made to identify and locate owners of suspected abandoned or improperly parked vehicles before they are towed. Where possible Security Officers will place a notice of intent to impound on the vehicle 24 hours before the vehicle is towed. Vehicles may be towed at the owner's expense.

## **10. ACCIDENTS AND ACCIDENT REPORTING**

The driver or owner of any vehicle involved in an accident on the Center must immediately notify the Emergency Dispatch Office. Report the accident in accordance with detailed instructions provided by the on-scene security officer. The operator of any NASA government vehicle involved in an accident off the Center must notify the local law enforcement agency having jurisdiction where the accident occurs.

## **11. SPEED LIMITS**

- a. LaRC posted speed limits range from 10 to 25 mph. Twenty-five mph is the maximum speed limit unless otherwise posted. The speed limit at all LaRC exit gates is 15 mph. The speed limit at all LaRC entry gates is 10 mph. The speed limit in parking areas is 10 mph.
- b. LaRC Security Officers use radar speed detection to monitor vehicle speeds and detect speeders.

## **12. SLOW-MOVING VEHICLES**

Slow-moving vehicles on LaRC must display a "Slow-Moving Vehicle" emblem (i.e., a triangular emblem, of minimum height 14 inches with a red reflective border not less than 1 3/4 inches wide and a florescent orange center). A slow-moving vehicle means any motor vehicle designed to operate at a maximum speed of 25 mph or less.

**13. SEATBELTS**

Seatbelt use on LaRC by a driver and passengers of all privately owned vehicles, so equipped with these safety devices, is mandatory. Seat belt use is also mandatory during the operation of United States Government vehicles.

**14. PEDESTRIAN AND BICYCLE SAFETY**

a. Motor vehicle operators should be alert for pedestrians and bicyclists. However, pedestrians, joggers, rollerskaters, and bicyclists are required to obey traffic control signs and signals. The following directives apply to pedestrians:

- (1) Use sidewalks where available.
- (2) Do not suddenly leave a curb or sidewalk or run into the path of a vehicle so as to cause a hazard.
- (3) Walk on the left side of the road facing traffic if there is no sidewalk.
- (4) Wait on the curb, not in the street, until safe to enter a crosswalk.
- (5) Yield the right of way to vehicles, unless you are already in a marked crosswalk.

b. Rules for Cyclists

- (1) Ride no more than two abreast.
- (2) Do not weave in traffic or enter the road from behind a parked car.
- (3) Move off the street to park or make repairs.
- (4) Do not carry more persons than the cycle is equipped for.
- (5) Ride as near to the right hand side of the road as practical, exercising care when passing a standing vehicle or a vehicle moving in the same direction.
- (6) Do not carry packages or articles that preclude keeping two hands on the handlebars, or obstruct your view.
- (7) At night, have a front white light visible 500 feet, and a red rear reflector visible 300 feet. A red light visible from the rear is also highly recommended.
- (8) Bicyclists are encouraged to wear protective helmets and highly visible clothing.
- (9) Yield to pedestrians.
- (10) Do not ride on sidewalks.

- (11) Use rear view mirrors.

**15. HEADPHONES AND EARPHONES**

Headphones and earphones will not be worn while driving a motor vehicle or riding a bicycle on LaRC.

**16. PARKING OF RECREATIONAL VEHICLES, TRAILERS, BOATS, CAMPERS, ETC.**

The parking or storing of recreational vehicles (RVs), trailers, boats, campers, etc., on LaRC is prohibited. A RV, trailer, boat, camper, etc., left stationary for longer than 24 hours may be issued a Traffic Violation Notice. A vehicle left for longer than 72 hours may be deemed abandoned (See Section 11). Adjacent parking to the Langley Federal Credit Union-NASA Branch for resale constitutes an exception to the prohibition.

**17. UNATTENDED VEHICLES**

Vehicles are not to be left unattended without first stopping the engine, locking the ignition (when so equipped), removing the key, and effectively setting the parking break.

**18. EMERGENCY VEHICLES**

Operators of emergency vehicles are exempt from these traffic and parking regulations when responding to a bona fide emergency. Emergency vehicles will however be driven with due regard and consideration for safety of persons and property.

**19. LANGLEY AIR FORCE BASE TRAFFIC REGULATIONS**

LaRC employees driving on Langley Air Force Base (LAFB) are also subject to LAFB traffic enforcement rules including fines and suspensions.

**20. TRAFFIC ENFORCEMENT CODE POINT SYSTEM**

A summary of points that are assessable is provided in the LaRC Traffic Violation Point Assessment Table (Attachment). The point assessments remain on the person's LaRC Driving Record for 1 year, beginning on the date of issuance of each violation notice.

**21. POINT SYSTEM PROCEDURES AND SUSPENSION OF DRIVING PRIVILEGES**

a. LaRC assesses traffic points for parking and traffic violations committed on the Center. The accumulation of 15 or more points within a 12 consecutive month period will result in suspension of Center driving privileges. Suspension periods for LaRC are as follows:

- (1) Fifteen calendar days for first time suspension.

(2) Thirty calendar days for a repeat suspension (a repeat suspension is the accumulation of 15 additional points within 12 months of the date of the first time suspension).

(3) Sixty calendar days for a second repeat suspension (a second repeat suspension is the accumulation of 15 additional points within 12 months of the date of the repeat suspension).

(4) An indefinite suspension may be imposed for violations that occur after a second repeat suspension or in cases where the frequency, flagrancy, and severity of the violation warrant the indefinite withdrawal of driving privileges. Examples of violations that warrant an indefinite suspension are: driving while license or driving privileges on the Center are suspended, refusal to submit to a blood alcohol test, DUI, fleeing the scene of an accident involving injuries, use of a motor vehicle in the commission of a felony, use of fraudulent driver's license, license plates, or registration, attempting to elude Security Officers or police, and racing. An operator given an indefinite suspension may petition for reinstatement 1 year from the beginning of the suspension.

b. In addition to the suspension of Center driving privileges, criminal activities involving the use of a motor vehicle may be referred to the City of Hampton or United States Attorney for criminal prosecution.

c. The Head, SO, will notify the employee in writing of the intent to suspend driving privileges when the employee has accumulated 15 or more points in a 12-month period.

d. Appeals to traffic citations and suspensions may be made to the Head, SO. Written appeals should be addressed to the Head, SO, at Mail Stop 450. Appeal letters should explain any extenuating circumstances and should address the reasons that points and/or suspension is not warranted. To be considered timely, appeals must be submitted within 10 days of the violation notice or suspension notification. NASA employees may also appeal using appropriate employee grievance procedures.

e. Persons whose state driver's license have been suspended or revoked also forfeit their privilege to drive on LaRC until the state driving privilege is restored.

## **22. RECISION**

LAPD 1700.7, dated August 2, 1999.

Jeremiah F. Creedon  
Director

Attachment

**Attachment****LaRC Traffic Violation Point Assessment Table**

Violation Code Number	Violation	Point Assessment
01	Parking in a marked fire, emergency or service zone	5
02	Parking in a designated hazardous area	5
03	Unauthorized parking in a designated handicapped space	5
04	Unauthorized parking in other reserved spaces such as loading zones, visitor spaces, and designated employee spaces	2
05	Parking in a crosswalk, on a sidewalk, or blocking a driveway	3
06	Parking overtime in areas with posted time limits	2
07	Parking or stopping on the street where prohibited	2
08	Parking in other areas not designated for parking (lawns, under structures such as tunnels and research facilities)	2
09	Other parking and non-moving violations	See Note 1
10	Speeding 21 mph or more over posted limit	15
11	Speeding 11-20 mph over posted limit	10
12	Speeding 6-10 mph over posted limit	5
13	Speeding 1-5 mph over posted limit	3
14	Driving under the influence of intoxicating beverage or drugs	15
15	Operating a motor vehicle without a valid license or while license is suspended or revoked	15
16	Failure to remain and provide information at an accident scene	15
17	Failing to obey a traffic sign or signal, including marked crosswalks, resulting in injury to persons	15
18	Failing to obey a traffic sign or signal, including marked crosswalks, with no injury to persons	5
19	Disregarding traffic directions of a security official	5
20	Reckless driving (driving with a willful and wanton disregard for safety of persons or property)	15

21	Driving onto the flight line or runway without authorization	15
22	Failure to wear safety belts	5
23	Failure to secure children age 4 and under in an approved safety seat	5
24	Operating a motorcycle without an approved safety helmet	5
25	Failure to yield	3
26	Running a stop sign	5
27	Causing a minor accident	3
28	Following too close, unsafe backing, wrong way on a one-way street	3
29	Operating a vehicle while under suspension of driving privileges on LaRC	See Note 2
30	Operating a vehicle with expired registration, expired license, or expired safety inspection	See Note 3
31	Other moving and safety violations	See Note 3
32	Operating a "slow –moving vehicle" without a "slow-moving vehicle" emblem	See Note 4
33	Failure to correct a Correction Citation	See Note 5

Note 1: LaRC Security Officers may cite other parking, moving, and safety violations assessing 2-15 points. Security Officer point assessments in such instances are subject to review and reassessment by the Head, SO.

Note 2: Escorted off LaRC, suspension period reinstated.

Note 3: Security Officers will issue a "correction violation notice" giving the operator 14 days to correct the deficiency. Operator failure to correct deficiencies within 14 days will result in suspension of Center driving privileges until corrected.

Note 4: "Correction violation notice" issued and barred from driving on LaRC if not corrected within 10 days.

Note 5: Assessment of 3 points and issued a second "Correction" violation notice with new time limit.